



Student Handbook

Health Professions

<https://www.collin.edu/department/healthprofessions/>

Revised August 2024

Welcome to the Health Professions program of Collin College!

We understand that you have many program options and are honored that you have decided to entrust your education to us. The Health Professions programs are unique educational programs focused on developing caring, competent, successful healthcare professionals who are thoroughly prepared for a diverse contemporary practice requiring interactions with patients and patient services. Health Professions students are enrolled in a workforce certification program. Participating students must complete the requirements for their courses in order to sit for their certification exams.

The *Collin College Health Professions Student Handbook* has been compiled by the Health Professions faculty and staff, along with input from the Health Sciences Division, to provide information pertinent to all students enrolled in these programs. The rules and regulations set forth in this handbook are designed to support the success of the student. The handbook is constructed to be used as a supplement to the *Collin College Student Handbook* and serves to bridge the policies of the College with the policies specific to this program. A copy of the Collin College Student Handbook is available in the Student Life Office or may be downloaded from the Collin College website at: <http://www.collin.edu/>

The Collin College Health Professions programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sex or sexual orientation, political affiliation, or disability. The faculty and staff wish you success in the pursuit of your educational goals.

Philosophy and Purpose Statement

Through its campuses, centers, and programs, Collin College fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions
- Technical programs leading to associate degrees or certificates that are designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

The Health Professions programs are located on the following Collin College campuses:

Collin College Celina Campus (CNA and PCT)

2505 Kinship Parkway
Celina, TX 75009

Collin College McKinney Campus

2200 W. University Drive
McKinney, TX 75071

Collin College Technical Campus (CNA, Phlebotomy, EKG/Tele Tech.)

2550 Bending Branch Way
Allen, TX 75013

Collin College Wylie Campus (CNA and Phlebotomy)

391 Country Club Road
Wylie, TX 75098

Health Professions Department Mission and Vision

“The Foundation for Your Future”

Department Mission Statement:

“Providing quality education for students pursuing a career in health care.”

Department Vision Statement:

The vision of the Health Professions Department is to reach all Collin County ISDs and general population students with quality, career-focused courses and training in entry-level healthcare careers.

Collin College Mission Statement

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Collin College Core Values

We have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

Accreditation Status

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Collin County Community College District.

<https://www.collin.edu/aboutus/>

General Statement

This student handbook will serve as your guide for what is proper professional conduct. Common sense should dictate appropriate behavior, attitude, and performance. You must approach each class, lab, clinical, or internship as if it were your job. Anything that would not be acceptable at work is probably not acceptable here, either. ***Please read this student handbook very carefully!*** You will be required to sign a statement attesting to your agreement with the Health Professions program rules and regulations. ***Please note:*** The rules and regulations contained in this handbook are subject to continual review and evaluation. The Collin College Health Professions program reserves the right to make changes or deletions to these rules and regulations at any time. Students will be provided with written notification of rule changes and are expected to abide by all such changes. Amendments to this handbook or any Health Professions rules and regulations will supersede any previous rule or regulation.

The Health Professions program courses are designed to provide students with the education that is essential for developing the knowledge, skills, and abilities required of those seeking a workforce career in healthcare. The education consists of classroom lectures, skills training, and practice, and evaluation and may include simulation and/or clinical/internships. We hope that the Health Professions program course(s) that you are enrolled in will be rewarding and enjoyable. ***Much of what you get from your course(s) will depend upon what you put into it.*** Collin College's Health Professions program makes no guarantee as to the student's performance on the state or national credentialing exam(s).

We expect each student to come prepared for each class, lab, or clinical/internship. The rule of thumb for studying is that for each hour of class, students are expected to study two or more hours outside of class. Some courses are "blended" courses that the students will attend both on campus as well as complete course work, quizzes, exams, etc. online (outside of class time). Students must divide their time appropriately to be able to complete the online portion of the blended courses. We highly recommend forming study groups and utilizing the College resources such as the Library (LRC).

Marketable Skills

CERTIFIED NURSE AIDE (CNA)

- Document actions by completing forms, reports, logs, and records with accuracy.
- Perform routine personal hygiene activities for residents, including baths, bedpans, urinals, shampoo, shave, etc.
- Assist with activities of daily living (ADLs) for residents by serving meals, feeding, and assisting with ambulation and positioning.
- Maintain resident stability by checking vital signs and weight and recording intake and output information (including collecting and testing urine).
- Assist with lifting, positioning, and transporting residents in and out of beds, chairs, bathtubs, etc., utilizing proper body mechanics and resident alignment.
- Maintain cleanliness of the residential environment, bathing area, treatment and supply rooms, etc.
- Communicate effectively and professionally with residents, guests, peers, supervisors, and all other members of the healthcare team.
- Follow directions and work productively with other members of the healthcare team.
- Exhibit personal responsibility through ethical and conscientious behavior and decision-making.

ELECTROCARDIOGRAPH TECHNICIAN (EKG)

- Correctly assemble and utilize electrocardiograph equipment to perform an EKG assessment.
- Document patient information and actions by completing forms, reports, logs, and records with accuracy and in accordance with HIPAA and HITECH guidelines.
- Identify and report abnormalities and initiate action to provide continuity of care in a timely manner.
- Monitor, clean, and maintain equipment after each use.
- Instruct patients on the use of a Holter monitor.
- Communicate effectively and professionally with patients, peers, supervisors, and all other members of the healthcare team.
- Exhibit personal responsibility through ethical and conscientious behavior and decision-making.

PHLEBOTOMY TECHNICIAN (PHLEB)

- Perform data entry of patient information in an accurate and timely manner.
- Perform blood collections by venipuncture and capillary techniques for all age groups.
- Assemble and maintain medical equipment and supplies, e.g. needles, test tubes, or monitors.
- Perform proper selection and utilization of collection containers and supplies based on physician requisitions.
- Practice proper infection control and disposal of biohazard material in patient care areas.
- Adhere to OSHA guidelines regarding needle stick prevention, blood borne pathogens, standard precautions, and isolation precautions.
- Communicate effectively and professionally with patients, peers, supervisors, and all other members of the healthcare team.
- Engage effectively and respectfully with patients from various communities, ethnicities, and perspectives.

PATIENT CARE TECHNICIAN (PCT)

- Document actions by completing forms, reports, logs, and records with accuracy.
- Perform routine personal hygiene activities for residents, including baths, bedpans, urinals, shampoo, shave, etc.
- Assist with activities of daily living (ADLs) for residents by serving meals, feeding, and assisting with ambulation and positioning.
- Maintain resident stability by checking vital signs and weight, and recording intake and output information (including collecting and testing urine).
- Assist with lifting, positioning, and transporting residents in and out of beds, chairs, bathtubs, etc. utilizing proper body mechanics and resident alignment.
- Maintain cleanliness of the residential environment, bathing area, treatment and supply rooms, etc.
- Communicate effectively and professionally with residents, guests, peers, supervisors, and all other members of the healthcare team.
- Follow directions and work productively with other members of the healthcare team.
- Correctly assemble and utilize electrocardiograph equipment to perform an electrocardiographic (EKG) assessment.
- Document patient information and actions by completing form, reports, logs, and records with accuracy and in accordance with HIPAA and HITECH guidelines.

- Identify and report abnormalities and initiate action to provide continuity of care in a timely manner.
 - Monitor, clean, and maintain equipment after each use.
 - Instruct patients on the use of a Holter monitor.
 - Communicate effectively and professionally with patients, peers, supervisors, and all other members of the healthcare team.
 - Exhibit personal responsibility through ethical and conscientious behavior and decision-making.
 - Perform data entry of patient information in an accurate and timely manner.
 - Perform blood collections by venipuncture and capillary techniques for all age groups.
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 - Perform proper selection and utilization of collection containers and supplies based on physician requisitions.
 - Practice proper infection control and disposal of biohazard material in patient care areas.
 - Adhere to OSHA guidelines regarding needle stick prevention, blood-borne pathogens, standard precautions, and isolation precautions.
 - Engage effectively and respectfully with patients from various communities, ethnicities, and perspectives.
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Completing a course of study in one of our programs will allow the student to obtain one of the following academic credentials*:

- Level 1 Certificate
- Occupational Skills Award
- Associates of Applied Science

*Contact your academic advisor or the Health Professions staff to learn about the requirements for each option

Once credentialed, students may find employment in one of the following roles:

- Certified Nurse Aide
- Registered Phlebotomy Technician
- Certified Electrocardiograph (EKG) Technician
- Patient Care Technician

Students who obtain their certification may find employment opportunities in the following healthcare locations:

- Physician's Offices
- Urgent Care Centers
- Hospitals
- Ambulatory Surgery Centers
- Skilled Nursing Facilities
- Assisted Living Centers
- Memory Care Centers
- Independent Living Centers
- Home Health Care

Credentials

Students who complete their respective Health Professions program are eligible to sit for the following National Certification Examinations:

Certified Electrocardiograph (EKG) Technician (CET)

Offered by: National Healthcare Association (NHA)

Address: 134 Evergreen Place, 9th Floor
East Orange, NJ 07018

Telephone: 1-800-499-9092

Email: info@nhanow.com

Registered Phlebotomy Technician (RPT)

Offered by: American Society of Clinical Pathology (ASCP)

Address: 33 West Monroe Street, Ste. 1600
Chicago, IL 60603

Telephone: 1-800-267-2727

Email: info@ascp.org

Patient Care Technician (PCT)

Offered by: National Healthcare Association (NHA)

Address: 134 Evergreen Place, 9th Floor
East Orange, NJ 07018

Telephone: 1-800-499-9092

Email: info@nhanow.com

Certified Nurse Aide

Offered by: Prometric

Address: 7941 Corporate Dr.
Nottingham, MD 21236

Telephone: 1-800-488-5787

Email: TXCNA@prometric.com

Regulated by: State of Texas Health and Human Services

Address: P.O. Box 13247
Austin, TX 78711-3247

Telephone: 877-787-8999

Email: TULIP_Support@hhsc.state.tx.us

Health Professions Program Guidelines

Administrative Policies

Academic Honesty – The student has a responsibility not to engage in unethical behavior relating to his/her academic studies. Unethical behavior includes, but is not limited to, the following:

- Intentionally or unintentionally having access to and/or using unauthorized materials identified by the faculty member, including, but not limited to, material generated by Artificial Intelligence (AI) programs and content generators, or electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) to complete a quiz, examination, or class assignment.
- Gaining assistance from another student or willful giving of assistance during testing.
- Collaborating with another student during an examination without authority.
- Reproducing the content of an exam, after test review, in written, oral, or electronic media.
- Modification of test answer sheet during test review.
- Dissemination of material tested (examination questions and content discussed at test reviews) to other students in your class or future classes.
- Using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance.
- Use of tape recorders during test reviews.
- Copying, printing, or photographing questions from practice tests on computer software (This would be a copyright violation).
- Plagiarism of copyrighted material. (Proper citation must be used in all assigned reports and papers.)
- Use of cell phones or other electronic communication devices during test reviews and tests.
- Submitting or resubmitting an assignment (in whole or in part) for more than one class or institution without permission from the professor(s).

Violation of any of the above will result in corrective action taken by the program faculty according to the institutional policy.

Cellular Phone and Electronic Device Policy

Use of cellular phones and other electronic communication devices (eg. AirPods and Smartwatches) during class time is not permitted. Phones and other communication devices must be switched to silent or vibrate mode during class time. All cellular phones, smartwatches and other communication devices must be on silent mode or turned off and not in students' possession during quizzes, tests, and test reviews.

While at clinicals, phones should not be present. The use of other electronic devices (eg. AirPods) is strictly prohibited. The student must be aware of and adhere to clinical site policies regarding the use of cellular phones in each facility. Please notify the clinical professor in case of an emergency. Failure to adhere to set rules may result in disciplinary action.

See Social Media policy for guidance on the transmittance of information.

Code of Conduct

Students are expected to demonstrate a high standard of ethical and professional behavior in all educational and clinical settings. Breaches of ethical and professional behavior will be forwarded to the Program Coordinator for investigation. A *Professional Behavior Counseling Acknowledgement Form* may be deemed necessary. The severity of the report and/or multiple reports may result in dismissal from the program. Students will have the opportunity to appeal any complaint against them within three (3) business days of a report. This is done using the Collin College Grievance Policy through the office of the Dean of Health Sciences and Emergency Services. A copy of this policy can be found in the *Collin College Student Handbook*.

Examples of unacceptable ethical and professional behavior include, but are not limited to, the following:

- Lack of integrity and honesty (lying about, misrepresenting, or failing to report information about care given, clinical errors, or any action related to clinical functions; acting outside the scope of their role in a clinical, academic, or professional setting).
- Failure to demonstrate professional demeanor or concern for patient safety.

- Unmet professional responsibility (not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality).
- Exhibiting disruptive behavior (pushing, punching, or throwing things; making inappropriate gestures; threats; verbal intimidation; language that belittles or demeans; negative comments with racial, ethnic, religious, age, gender, or sexual overtones; making statements attacking students, professors or staff). Certain behavior complaints may require investigation by the Dean of Students Office.
- Lack of effort towards self-improvement and adaptability (resistant or defensive in accepting constructive criticism; resisting or not making suggested changes to improve learning, behavior, or performance; not accepting responsibility).
- Lack of respect for cultural diversity.
- Exhibiting poor relationships with members of the health care team (not collaborating with fellow students and staff).
- Exhibiting poor relationships with patients and families (insensitivity to patients' or families' needs, inappropriate personal relationships with patients or members of their families, lack of empathy).
- Failure to show up to a clinical site with no communication with the site, professor, and clinical coordinator.

Deadlines – Deadlines are enforced. If pathway selection or submission of requirements has not been submitted before or on the deadline, it may affect the student's status in the program, this includes clinical documentation requirements (for example but not limited to: required immunization records, health insurance, etc.). A *Clinical Readiness Deficiency Counseling Acknowledgement Form* may be completed if necessary. Students who do not comply with the given compliance due date are subject to removal from the clinical program. Please see individual course professor's syllabus for specific assignment deadlines. Program specific deadlines will be posted or announced in class (including Canvas LMS), in orientation sessions and/or emailed to students' Collin College email account.

Teamwork – Teamwork has become increasingly important in the delivery of care. As part of the Healthcare team, the healthcare worker will be expected to function as a valid team member while working alongside persons of multiethnicity, cultural, religious, and political differences while keeping the common goal of caring for others. Effective communication and team unity are essential in achieving the goal of excellent care. Many studies show that collaborative efforts improve outcomes, and therefore, teamwork is often superior to individual efforts.

“Team First” is our goal in order to foster a learning environment of excellence. ***This means that we expect all Health Professions students will:***

- Put the needs of the group first rather than asking for special consideration.
- Speak to fellow students respectfully and leave out personal feelings.
- Tell someone appropriately (in a non-critical manner) if the group is negatively impacted by their behavior. Address the issue rather than discredit the individual amongst the group.
- Help struggling students understand difficult concepts without adding extraneous information.
- Stop and ask relevant questions that are on topic and relate to the group as a whole.
- Speak freely and voice disagreements without whining and complaining.
- Recognize individuals within the group who have multicultural needs or unique levels of learning. Be proactive to encourage the individual or to create helpful solutions while continuing to promote group unity.

Classroom Etiquette – The classroom should be a learning-centered environment in which professors and students are unhindered by disruptive behavior. **As a college student, you will be expected to act in a mature manner. *This means that we expect all Health Professions students will:***

- Get to class on time. Walking into class late distracts other students in the learning environment.
- Avoid private conversations. The noise is distracting to other students.
- Respect their professors. Openly challenging the professor’s knowledge or authority in the classroom is improper. If you disagree with the professor’s information or instructional methods, set a time to discuss your issue with them privately. Make sure your comments are made without confrontation or

antagonism.

- Respect your classmates. While other students may have different ideas and opinions from yours or ask questions you perceive to be “stupid,” they deserve the same level of respect from you as you wish to receive from them.
- Come to class prepared. Arriving with adequate classroom supplies (e.g. pencil, paper, books, calculators, scantrons, etc.) avoids wasting class time and allows students to focus on learning.
- Turn in your work on time. It is important that all students learn how to plan ahead and keep track of their own assignments and deadlines. It is best to complete assignments ahead of time rather than waiting until the last minute.
- Ask for help. When having academic difficulty, do not hesitate to seek assistance from your professor.

Netiquette Expectations: Online Class Involvement

- Please plan your time accordingly. Requesting to turn in an assignment late because you are waiting on a reply from your professor, will not be considered an acceptable excuse. Deadlines are deadlines, and it is imperative that you plan your time accordingly. Allow your professor 48-72 hours to respond to all questions and inquiries during the work week. Professors are NOT expected to work weekends; therefore, response time will be extended if questions are sent over the weekend or during a school break.
- Communication with professors via email should be kept brief and respectful. Making demands, criticizing, and/or “yelling” (writing in all capital letters) are not acceptable forms of communication and are against the Collin College statement of core values. If you have an issue with the class, the professor should be contacted individually. It is not a student’s responsibility to appoint themselves “spokesperson” for the class.
- Standards of courtesy and respect must be maintained at all times in our online “classroom.” Join the discussion, but remember that this is still a “classroom” setting, and respect and consideration are crucial for any intellectual discussion.
- Discussion areas are the place for intelligent and respectful airing of ideas. Name-calling and personal attacks will not be permitted.

Any violation of the standards of appropriate behavior online will be reported to the Dean of Students, and appropriate disciplinary action will be taken by the college.

Chain of Command/Student Complaints

Students should follow the chain of command for grievances. If you do not respect the chain of command or discuss the issue with those not directly involved, it is considered unprofessional behavior. ***The chain of command is as follows:***

- Take the complaint to the individual first.
- In rare cases where you cannot take the complaint to the individual, or you have tried this with no resolution, take this to the professor. The professor will follow up and give you a report.
- If the situation involves the professor, see step one and/or step two. If the grievance remains unsolved, take the issue to the Program Coordinator. After a period of investigation, the Program Coordinator will report to the student the findings, suggestions, and plan for resolution.
- If the situation remains unresolved, the issue will be referred to the Program Director for review. The Program Director will report to the student the findings, suggestions, and plan for resolution.
- If the situation remains unresolved, contact the Dean of Health Sciences and Emergency Services.
- If a matter cannot be resolved informally, a formal complaint may be filed pursuant to Board policy FLD (LOCAL) within 20 academic calendar days of the time the student knew or should have known of the alleged incident or event giving rise to the incident. *(See Chapter 7 of the Collin College Student Handbook).*

Students who believe they have experienced prohibited discrimination, harassment or retaliation, or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 and/or file a formal complaint.

Disciplinary Action

In the event a student is believed to have violated the code of conduct, that student is subject to an incident report being filed (*Professional Behavior Counseling Acknowledgement Form*) and subject to disciplinary action. The student may be asked to participate in specific training geared toward helping them deal with difficult or challenging situations more appropriately. Incidents may result in written advising and/or dismissal from the program (depending upon the seriousness of the problems).

- **Classroom/Laboratory Incidents** – Problems or violations that occur during class or laboratory time will be recorded on the *Classroom Professional Behavior Counseling Acknowledgement Form*. Incidents may result in dismissal from the program.
- **Communication with Instructors** – It is unprofessional to contact professors via their cell phone unless the professor is traveling with students on school business or if they are your clinical professor. Students shall not communicate with any professor via social media. Students are not to “friend” professors on social media platforms until after graduation. Preferred communication methods will be outlined in each course syllabus.

Social Media Policy

While it is within the rights of students to post, transmit or otherwise disseminate general information regarding the Collin College Health Professions program on social media sites, they should be mindful that their speech/comments then become part of the worldwide electronic domain and that they have identified themselves as students of the Collin College Health Professions program. As such, adherence to the program’s student handbook code of conduct must be maintained in the same manner that it is in the classroom or at clinical sites:

- A student’s online presence reflects upon Collin College and its reputation. Actions captured via images, posts, or comments can reflect that of the organization. It is imperative that students maintain a professional presence in the online world.
- For the safety and privacy of patients, physicians, and staff within the clinical

facilities, no video recording, audio recording, or photography by Health Professions program students are allowed on clinical facility premises. Confidential, proprietary, or identifying information about the Health Professions program, clinical facilities, and patients must not be shared in any capacity electronically. Sharing information without patient consent is a HIPAA violation, which is a federal offense. Violation of this policy and HIPAA guidelines may result in dismissal from the program, and the violator may face fines and/or criminal penalties.

- Do not use external social networking/media sites to carry out program-related duties or share program/clinical-related documents with others. Behavior and content may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the Health Professions program, and the College's interests or reputation are not permitted.

Recommended guidelines for appropriate online behavior:

- Speech containing obscene or sexually explicit language, images, acts and statements, or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individuals is prohibited.
- Speech involving oneself or other program students reflecting behavior that would reasonably be considered reckless or irresponsible is prohibited.
- Speech or photos/videos that depict or expose Protected Health Information (PHI) of patients that the student may encounter in the course of their clinical rotations is prohibited. (*Note: This includes both general information and also specifically pictures of scenes/patients, even if the subject may not be easily identified.*)
- Keep your personal and professional lives separate to help protect your own privacy.
- When posting “anonymously,” students should always remember that true anonymity does not exist in the online world.
- Respect the Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act, and Texas Medical Records Privacy Act privacy policies.
- Be transparent. Use good judgment - do not misrepresent yourself.

- Keep opinions appropriate and polite. Disengage from dialogues in a polite manner.
- Never participate in social media when the topic being discussed might be considered a crisis situation.
- When in doubt about posting a comment or image, do not post it! What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.
- Faculty is not allowed to have current Collin College students as “friends” or “connections” on social media sites.
- Derogatory, inflammatory, or disrespectful comments about Health Professions Faculty, Coordinators, or Administrators are no more acceptable in this venue than they would be in the classroom.
- Pictures/videos posted of the student depicting drinking, questionable activity, or any illegal or illicit activity (such as drug/controlled substance use), while wearing any part of the Health Professions program uniform, will be cause for immediate dismissal from the program. Also, any student who violates this rule may be subject to legal action from any parties involved.

Downtime Policy

On Campus Courses: Every effort will be made to provide a suitable replacement in the event a faculty member is not able to facilitate class. In the event a suitable replacement is not available, the ISD may be notified to provide a replacement or the class may be given an online assignment.

Online Supplement/Make-up assignment/Courses: In the event that Canvas goes down throughout the College district and students are without service for over 24 hours, the Program Director will assess each course and provide the students an opportunity to submit any outstanding work within an adjusted time frame, as necessary, per the professor’s chosen timeframe. This adjustment will be made on a course-by-course basis. Students should look in their Collin College email for an announcement from their professor. If a situation arises that both the Collin College email and Canvas are down, you will be notified in the system that recovers first. The best practice is to continue to study and wait to hear from your professor.

Emergency Closing of District

If classes are canceled, the announcement will be made through the Collin College District's website, www.collin.edu, and through "CougarAlert," as well as through radio and television station announcements. **A decision to cancel classes will usually be made by 4PM for evening classes and by 6AM for day classes. Dual Credit students should follow their ISD policy. If the ISD remains open, but Collin College closes, your class will be canceled.**

Please Note: Collin College employees and students in for-credit classes are partially subscribed automatically, but must log into CougarWeb to add SMS/text and update other preferences. To access and update your record:

1. Log into CougarWeb using your standard username and password.
2. On your home tab, look for the "Personal Information" section on the lower left side of the page. Click on "Update CougarAlert* Contact Information."
3. Fill in the fields of the form and click "Submit."

Please note:

- You can include up to nine contact numbers or addresses - three texts, three voice/phone and three emails.
- CougarAlert automatically loads **only the college-issued email address and primary phone number** listed in Banner for each employee and credit student.
- You can change any contact of the nine EXCEPT for your college-issued email address.'
- Students are responsible for keeping their contact information up-to-date.

*CougarAlert is a free service, but standard text messaging rates may apply should you subscribe by SMS/text.

Health Professions Program

Policies and Procedures

GRADING POLICY

As outlined in the Student Handbook, the grading requirements for programs in the Health Professions Department are set forth to prepare students for entrance into the workforce and were created so that entry-level healthcare professionals would be able to obtain certifications and perform the required job functions safely and properly in order to prevent patient harm.

The following grade scale is used for all courses at Collin College in the Health Professions Program:

Letter Grade	Numeric Grade
A	90 – 100%
B	80 – 89%
C	74.5 – 79%
F	0 – 74.4%
I	Incomplete

- Students in the Health Professions Programs are required to successfully pass all psychomotor, affective, and cognitive components of each course with a grade of C (74.5%) or better. This policy pertains to performance in all didactic, laboratory and clinical courses. Additionally, this policy includes, but is not limited to any singularly required course content, required (in-person and virtual) clock hours, and passing required course competencies.
- ***It is the student's responsibility to rigorously monitor grades at all times and to notify Health Professions Faculty should there be a need for remediation. Additionally, students may seek assistance from the various academic resources made available through Collin College.***

- If a student fails to meet the above requirements within the Health Professions Department, notification will be provided to the student, and appropriate action will be taken. When a student is in danger of failing a course or courses, the faculty will begin with a verbal conference and a documented *Grade Counseling Acknowledge Form* signed by the student, the Faculty, and the Program Director.
- **Potential infractions of the grading policy:**
 - Failure to meet the >74.5% minimum grade policy.
 - Any incidence of Academic Dishonesty: Plagiarism, collusion, falsification of information or citations/references, or attempts to submit work that did not originate solely from the student's own efforts.
 - Failure to comply with stipulations in the initial warning.
 - Failure to obtain remediation and other assistance when at risk of failing a course.
- Should the student fail to meet the expectations outlined above (with or without an initial warning), failure of the course(s), and/or dismissal from the program may be warranted. Notification of Professors, Program Director, Program Coordinator, and Clinical Coordinators will ensue, and written documentation will commence, resulting in dismissal from the program. A *Dismissal from Course Acknowledgement Form* will be completed.
- In the event an "I" (incomplete) is necessitated due to extenuating circumstances, the approval for an incomplete must be obtained prior to the end of the course in order to allow time for a contractual agreement to be developed. The agreement between the Student, Faculty, and Program Director will be signed and retained for documentation purposes. All requirements for course completion will be met within two (2) weeks following the course end date. Should the student fail to meet the deadline for the incomplete, a course grade will be assigned based on completed work, and documentation will be retained by the department. In this event, determination will be made if the student will be allowed to continue within the program based on conduct and behaviors surrounding the failure to meet the agreed upon expectations. **Note: The policy for an incomplete (I) may change based on process changes made by Collin College itself.*

- *The student has the right to copies of any and all documentation surrounding the events outlined within this policy. Copies will be retained by the Health Professions Department and will remain in the student's permanent file.
- Students will have the opportunity to appeal any complaint against them within three (3) business days of a report. This is done using the Collin College Grievance Policy through the office of the Dean of Health Sciences and Emergency Services. A copy of this policy can be found in the *Collin College Student Handbook*.

Failure Policy

The Health Professions clinical programs are designed as a progression of courses (the number of courses varies based on the program). Students must demonstrate required academic and clinical competencies in order to progress within a clinical program. All students **MUST** earn a passing grade of 74.5% or better to be able to progress within their clinical program. Additionally, this policy includes, but is not limited to any singularly required course content, required (in-person and virtual) clock hours, and passing required lab competencies. Refer to individual course syllabus for passing requirements for competencies.

Any student who does not earn a passing grade of 74.5% or higher or does not meet the passing requirements for lab competencies, the students may not continue to the next course in the clinical program. If a student wishes to retake the course they failed, they may do so up to three (3) times. Any further re-takes must be approved ahead of time by the Program Director.

Family Educational Rights and Privacy Act (FERPA)

The Health Professions program will adhere to FERPA (Family Educational Rights and Privacy Act) and college guidelines when reporting grades.

- Grades will be disclosed only to the student and in accordance with Board policies FJ (LEGAL) and FJ (LOCAL) and the school district according to dual credit procedures.
- Electronic notification will be provided only via your Collin College email.

Grade Appeals

Students have a right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the Professor involved. If a grade dispute cannot be settled in this way, students should consult the dean of the appropriate academic chair. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB). Please see the following website for additional information:

<http://www.collin.edu/studentresources/support/gradeappeal.html>

Eligibility Requirements for Registration and Certification

All students who are part of the Health Professions program must meet the following requirements for registration and certification:

- The applicant shall be of good moral character.
- The applicant shall be a graduate of an accredited high school or acceptable equivalent (or) in an approved dual credit program with approval from the participating school. Concurrent credit high school students must also obtain permission from their school before registration in the courses can occur.
- Applicants participating in healthcare coursework that includes engaging in course activities which will involve direct patient contact with potential exposure to blood or bodily fluids in educational and medical facilities must meet the Texas minimum vaccine requirements as stated in [Title 25, Texas Administrative Code §97.64](#). Immunization Exemptions for the minimum vaccine requirements will not be accepted.
- The applicant must meet one of the following requirements:
 - Program or institution accredited by an organization approved by the United States Department of Education.
 - Program accredited by a Regional Accrediting Commission or by a national accrediting organization approved by the United States Department of Education.
 - Formal medical services training program of the United States Armed Forces.
- All applicants must take and pass the AMT certification examination for the program they are a part of: Patient Care Technician (PCT). -
- All applicants must take and pass the NHA certification examination for the program they are a part of: Electrocardiograph Technician (EKG Technician).
- All applicants must take and pass the ASCP certification examination for the program they are a part of: Phlebotomy Technician (CPT)
- All applicants must take and pass the Texas Health and Human Services Certified Nurse Aide competency evaluation program examination for the program they are a part of: Certified Nurse Aide (CNA).

Eligibility for Clinical Rotations

- Students must have successfully completed all courses of the program ***and*** must also have received a grade of C (74.5%) or better in all program courses before attending clinical rotations. Additionally, this policy includes, but is not limited to any singularly required course content, required (in-person and virtual) clock hours, and passing required course competencies.
- Student must fulfill **ALL** requirements of their required immunization tracker prior to the assigned deadline.
- Current American Heart Association Basic Life Support (BLS) Provider CPR certification card. (BLS CPR card must be valid during the entirety of the clinical course.)
- Proof of current medical (personal health) insurance. (*Note: Health insurance must be valid during the entirety of the clinical course.*)
- Negative tuberculosis (TB) screening test or negative TB chest x-ray within the last 12 months. (TB test must be valid during the entirety of the clinical course)
- Immunization record showing the following vaccinations: Varicella (2 doses), Hepatitis B (3 doses or 2 dose accelerated version for adults 18+ years of age), Tetanus/Diphtheria/Pertussis (TDaP) within 10 years, and Measles/Mumps/Rubella-MMR (2 doses). Positive blood titer results are acceptable as proof of immunity for the following: Varicella, Hepatitis B, Measles, Mumps, and Rubella. Equivocal blood titer results will require a booster dose of the vaccine with the equivocal result(s). Blood titer results should include the date of collection/result and quantitative results with a reference range for each result. Students in the health care (non-veterinary) fields must have certain vaccines due to their coursework, which may expose them to viruses and bacteria at a higher risk. Per Texas Education Code 51.933, Health and Human Services may write rules requiring students enrolled in health-related courses to receive certain vaccines. This information can be found in Title 25, Texas Administrative Code §97.64.

*****Please note: If a student receives a negative blood titer result***

that is more recent than their last documented full vaccine series. The student will be required to obtain a complete series for the disease for which they have received a negative titer result.

- Seasonal Influenza vaccine for current season. Clinical students are required to obtain the updated flu vaccine by October 1 each year. (*Note: This vaccine is NOT required for students enrolling in summer clinical courses.*)
- Negative Drug Screen Result (payment receipt must be submitted to your immunization tracker - if applicable).
- All appropriate paperwork must be completed and signed as indicated.
- Completed and approved background check.
- Students must have a satisfactory status with the Bursar's office and Financial Aid.
- Students must be in good standing with the college.
- Students must pass the pre-clinical competency review prior to the clinical rotation start date.

Clinical Hours:

Clinical rotations are a continuation of the classroom training at a clinical site in all Health Professions tracks. Eligible students are expected to begin their externship immediately following the completion of their track's training courses. Students are required to complete the hours and procedures required by their individual certifying bodies to be eligible for the related certification exam.

Available clinical hours will vary based on the clinical track and the student's availability. Students will need to have flexibility in their schedules in order to complete the required clinical hours. Nursing home hours for the Nurse Aide program will be set in a Nursing Home or Assisted Living Facility and follow the class schedule of the Nurse Aide training courses. Phlebotomy, EKG, and PCT students will be set in a variety of areas in the medical community and vary based on the availability of sites and of students enrolled in the programs.

Physician's offices and laboratories are generally open during normal business hours (Monday – Friday, 8:00 a.m. – 4:00 p.m. or 9:00 a.m. – 5:00 p.m.) and closed

evenings and weekends. Emergency Rooms are open 24 hours a day, every day of the week; this does not mean the hospital itself will allow students 24 hours a day.

Clinical site options may vary per semester based on the offerings by our clinical partners. Clinical experiences may include simulated experiences or varying facility types, depending on the clinical program type. Students may have to report to different areas of the hospital depending on their rotation schedules – pay close attention to your assigned clinical rotation schedule. Students are expected to be at their extern site or assignment location at least 15 minutes prior to the beginning of their scheduled start time and are expected to stay through the duration of the scheduled time (regardless of the completion of required skills).

Clinical Externship Compensation:

Externship is a non-paid course of study for the student. As part of the program the student cannot receive compensation from their extern site.

Method of Evaluation:

Successful completion of clinical rotations requires that the required number of clinical hours as per school policy is documented and the student achieves a 74.5% or better in the clinical grading criteria. See individual instructor syllabus for specific method of evaluation criteria.

Attendance Policy

This is a clinical based course and attendance is mandatory. Attendance demonstrates professionalism, and regular, punctual attendance is the expectation in the professional workplace setting. Health Science programs have selective admission, and students should commit to upholding the standards of the chosen program. Excellent attendance and punctuality are vital behaviors that demonstrate responsibility and commitment to a successful learning experience. This learning commitment will enable the student to progress satisfactorily toward course success and completion.

The attendance policy is designed to set a pattern of professionalism that mirrors the expectations of the clinical workforce environment. Regular and punctual attendance is

always expected. Attendance will be taken at the beginning of the experience. Tardiness is unacceptable and will be reflected in the professionalism grade.

- **Part of Term: 8-week or less courses:** No more than three absences. If a student accrues more than three absences, it may be required to appear before the Health Professions Program Coordinator or Program Director, which could result in withdrawing from the course/program or receiving a grade of incomplete (“I”).
- **Part of Term: 16-week course:** No more than six absences. If a student accrues more than six absences, it may be required to appear before the Health Professions Program Coordinator or Program Director, which could result in withdrawing from the course/program or receiving a grade of incomplete (“I”).
- Health Professions does not differentiate between unexcused versus excused absences. Therefore, failure to be present in lecture, lab, clinical, or simulation class is recognized as an absence and will follow the attendance policy criteria.
- **Clinical/Simulation/Lab Attendance:** A student is responsible for attendance at all scheduled clinical experiences, simulation day(s), and scheduled laboratory time. The preferred professional standard is no absences occur. If a student is absent for clinical, simulation, or scheduled lab time, the student assumes responsibility for this action and is responsible for following up with instructors. Instructors are not required to provide make-up days for missed clinical, simulation or lab days. Being absent on a scheduled day would equal one absence, regardless of the length of the class or clinical.
- If a student is in violation of the *Attendance Policy* a Counseling Acknowledgement Form will be completed by the instructor and student and presented to Program/Clinical Coordinator and Program Director. If necessary, the student will be requested to meet with the Program/Clinical Coordinator or Program Director for disciplinary consultation.
- Missed clinical/simulation/lab days will be graded as follows:
 - A grade of zero will be given and will remain for each date absent. All

absences will be reviewed by the instructor and determined if a make-up assignment is appropriate. See individual instructor syllabus for specific attendance criteria.

- If a student expects to be absent or late to lecture, lab, or simulation class, the student must notify instructor prior to the scheduled start. See individual instructor syllabus for specific attendance criteria.
- If the student expects to be absent or late to the clinical, the student must notify instructor, the clinical site, and the Clinical Coordinators. Instructor should be notified by the preferred contact method provided in their syllabus and/or Canvas course (Remind, Canvas email, Collin College Outlook email, etc.).
- Failure to notify instructor and Clinical Coordinators prior to the scheduled clinical time will constitute a “NO CALL / NO SHOW.” A “NO CALL / NO SHOW” will result in a zero in all areas of the daily evaluation, as defined by course expectations and the student. Any student with a “NO CALL / NO SHOW” incident may be subject to immediate dismissal from the Health Professions Program. Decisions will be made on a case-by-case basis at the discretion of the Health Professions administration staff (this may include the Program Coordinator, and/or the Program Director).
- Students will have the opportunity to appeal any policy enforced against them within three (3) business days of a report. This is done using the Collin College Grievance Policy through the office of the Dean of Health Sciences and Emergency Services. A copy of this policy can be found in the *Collin College Student Handbook*.

Student Dress Code Policy

The Health Professions student dress code policy has been developed to help students maintain a professional look and demeanor.

- Students in the Health Professions program are required to wear approved medical scrub tops and scrub pants.
- Unless otherwise indicated, the student will be responsible for the cost of their scrubs. Students in need of assistance may request scrubs through the Health

Professions Scrub Donation program by contacting the Health Professions Program Coordinator (subject to availability).

- Scrubs should be wrinkle-free and fit appropriately. Remember, students will be performing healthcare professional activities that require movement. Scrubs should not drag on the floor, fall from the waist, or pull at the seams.
- The student's uniform must always be clean. Complaints about personal hygiene are taken seriously and will be documented using the appropriate counseling form.
- All undergarments must not be visible. Long sleeve shirts (solid, white, black, navy, or grey in color only) are permitted to be worn under scrub tops.
- A black, white, navy or grey solid colored zip-up outer garment may be worn. School ID/Name tag should be visible on outer garments. Logos and lettering are unacceptable.
- The student's required footwear includes: shoes/sneakers that are closed-toed, closed heel, clean, and made of a material that will not absorb bio-hazardous materials/liquids. Solid-colored socks are required.
- Facial piercings are not allowed to be visible while in your clinical uniform. This includes tongue rings.
- Fingernails must be kept clean and clipped to no more than ¼ inch. Fingernail polish (if worn) should be a solid, neutral color and must not be chipped. Students may NOT wear acrylic nails, gel, dip, or any other synthetic application applied to the nail during clinical rotations.
- The student's hair must be clean, of a natural color, and, when appropriate, be pulled back.
- All possible efforts should be made to cover tattoos while in class or on clinical rotations.
- Earrings and jewelry should be conservative. One pair of post earrings and a wedding ring are the only jewelry that should be worn to the clinical site. Every effort should be made to cover jewelry that is not removable.
- All students must wear a watch with a second hand to lab, class, and clinical.
- These policies are set in place by Collin College Health Professions. They do not supersede policies set in place by clinical sites. The student must be compliant with both standards. If a student is nonadherent to the dress code, they are subject to be sent home from the clinical site, and it will be treated as an absence. (see the above "Attendance Policy").

- A *Clinical Incident Acknowledgement Form* may be completed for dress code violations at the discretion of the instructor and/or the Health Professions Clinical Coordinators, Program Coordinator, or Program Director.

Name Tag / Student ID

- The required uniform/scrubs must be worn to ALL clinical facilities for the duration of the clinical shift.
- The name badge or ID obtained from the Collin College Student Engagement office (or through an approved vendor(s) provided) identifies each student as a Collin College Student and must be worn AT ALL TIMES.
 - For liability reasons, students may NOT participate in clinical rotations if they do not have a visible student name badge.
 - Students must replace a lost name badge immediately.
- Any name tag or photo ID supplied by the clinical affiliate must be worn according to that affiliate's policy.

Additional Clinical Policies

Clinical Incident

The following is a description of the procedures for students involved in a clinical incident. Should you have any questions about these procedures, please see the professor or clinical coordinator. A *Clinical Incident Acknowledgement Form* will be completed for all clinical incidents.

LEVEL I: Any student committing a Level I offense will be subject to immediate removal from the program. Level I offenses include, but are not limited to, the following:

- A deliberate action, which causes or has the potential to cause serious harm to the patient.
- Coming to the clinical site under the influence of any non-prescribed drug or alcohol, bringing said drugs or alcohol into the clinic, or consuming said drugs or alcohol on clinic property. If a student is suspected of being under the influence of a non-prescribed drug, the student will be immediately subject to

drug testing within 24 hours at the designated drug testing facility at the student's expense).

- A verbal or physical act of aggression against another person on clinic premises.
- Theft of clinic, patient, student, or visitor property.
- Deliberate destruction or damage to clinic, patient, student, or visitor property.
- Deliberate falsification of clinic records either by omission or addition.

LEVEL II: Any student committing a Level II offense listed below will be subject to disciplinary action. Examples of Level II Incidents include but are not limited to:

- Causing damage to clinic, patient, student, or visitor property through negligence.
- Causing injury or potential harm to patients through negligence. Examples include, but not limited to, administering therapy to the wrong patient, medication errors, or significant error in care.
- Insubordination or refusal to obey an order from a superior or supervisor.
There are two exceptions to insubordination:
 - The student is not qualified to perform the task.
 - Proper supervision is lacking.
- Facility refuses to allow a student to complete clinicals due to violation of clinic policies and procedures.
- Leaving the assigned area or clinic without the authorization of the professor or preceptor for the site.
- Employment which adversely affects performance during clinical rotations.

LEVEL III: Any student committing a Level III offense listed below will be subject to disciplinary action and up to immediate removal from class. Examples of Level III incidents include but are not limited to:

- Arriving to the clinical site late without information the clinical site or the instructor.
- “No Show” for a scheduled clinical shift without communicating absence with clinical site or the instructor - refer to Absence Policy for disciplinary action.
- Arriving to the clinical site not in proper uniform.

- Failure to follow published departmental and/or program rules or policies.
- Unauthorized cell phone use or electronic device usage.

First incident: Verbal warning. Based on the severity of the incident, could result in a written warning, probation, or dismissal from the program. The Clinical Coordinator, consulting with the professor and/or Program Coordinator, may recommend corrective actions assigned to first or second incidents.

Second Incident: Written warning and/or probation for the duration of the student's enrollment in the program. A student success plan will be developed for the student. The Clinical Coordinator, in consultation with the professor and/or Program Coordinator, may recommend corrective actions that are assigned to first or second incidents. Based on the severity of the incident, could result in a written warning, probation, or dismissal from the program.

Third Incident: Dismissal from the clinical program student is enrolled in.

***Please note:** Not all possible offenses are listed on the previous page. Program faculty and staff will have the authority to determine which incident level is indicated if the offense is not listed above.*

Clinical Incident Procedures

- Per the Faculty/Associate Faculty Handbook, all clinical incidents must be communicated to the faculty and Clinical Coordinators.
- The faculty and/or Clinical Coordinator will obtain a detailed account of the events that were witnessed.
- A meeting with the student will be set up within a few days of the incident.
- Additional feedback may be sought from others involved.
- A clinical incident acknowledgement form will be completed and a follow-up meeting with the student scheduled, if necessary.
- An explanation will be provided to the student on the disciplinary action regarding the clinical incident. The student will be asked to sign the clinical incident acknowledgement form at the end of the meeting and include any comments. If additional time is needed for response, the student has the

option of emailing a response within 24 hours of the meeting.

- Depending on the severity of the incident, the student may be asked to not attend clinicals while the investigation is in progress.
- Students may appeal the incident report (see Clinical Incident Appeal section).

Note: During clinical rotations, it is important that when incidents occur, they are documented at the college after investigation. A Clinical Incident Acknowledgement Form is included in the student handbook. (*Appendix A*)

Clinical Incident Appeal

A student may appeal a Clinical Incident Report to the Program Coordinator within three days of his/her meeting with the faculty or Clinical Coordinator. If the student is not satisfied with the Program Coordinator's decision, they may continue the appeal process through the Program Director and, subsequently, the office of the Dean of Health Sciences and Emergency Services. For certain instances, a student may be advised to go through the formal Collin College grievance policy through the office of the Dean of Students and/or Human Resources (a copy of this policy can be found in the Collin College Student Handbook).

Exposure to Blood Borne Pathogens & Communicable Diseases

The Health Professions program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials to minimize the risk of the transmission of blood borne pathogens or communicable diseases.

- **Training:** Basic information regarding blood borne pathogens and universal precautions will be provided to all students in Health Professions programs.
- Universal Precautions to prevent the acquisition of infection by the student:
 - Hands must be washed between every direct patient contact.
 - Non-Sterile gloves must be used if contact with blood, body fluids, secretions or excretions are anticipated.
 - Gloves must be changed between patients.
 - Gown and facial protection must be worn when performing procedures which

may cause splatter & aerosolization of body fluids

- Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent, or broken before disposal.
- In all cases, safety needles should be used.

Didactic training in the classroom or at an extern site necessitates the use of real patients and real patient specimens, which could result in an occupational exposure to blood and other potentially infectious materials. That exposure could result in the transmission of blood borne pathogens or communicable diseases.

- Exposure associated tasks for Health Professions students include (but are not limited to):
 - Patient hygiene/elimination
 - Vascular access
 - Environmental/equipment cleaning
 - Specimen collection
 - Specimen transport
 - Waste/linens management
- Incident reporting: Should an exposure incident occur in the classroom or during a student's externship, the student should inform their instructor or the supervisor at the site, as well as the campus Clinical Coordinator, so that appropriate actions and follow-up can be made available.

Exposure Incident Policy

Occupational Exposure is defined as a reasonably anticipated skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with blood or other potentially infectious materials that may result from the performance of an employee's/student duties.

Reporting

- Students with an exposure incident are to report immediately to their faculty or

Site Supervisor at the Externship Site.

- Students on externship will also be required to report the incident to their Instructor and Clinical Coordinator.

Medical Care

- The student will be advised to seek medical attention within 24 hours of the incident, if necessary.
- The student should see their primary physician and have the necessary testing, evaluation, and follow-up performed. If the student does not have a primary physician available, the Clinical Coordinator will direct them to a medical facility where testing, evaluation, and follow-up can be done at the student's expense.
- During the student's visit with a physician, a baseline blood sample may be collected immediately following the incident, with subsequent periodic samples taken at a later date. The results of the student's blood test are confidential and will be known only to the contacting physician and the exposed student. Prophylactic treatment will be at the student's expense.

Immunization Records

Students are required to provide necessary documents proving that they have completed all immunization requirements:

Per [Title 25, Texas Administrative Code §97.64](#), Immunization Exemptions for the Texas minimum vaccine requirements for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education will not be accepted.

- **Tetanus/Diphtheria/Pertussis: Vaccination is required.** One dose within the last ten years. (Must remain valid during clinical course.)
- **MMR (Measles, Mumps, Rubella) Vaccination is required.** All students must have TWO (2) MMR vaccine doses prior to beginning a clinical rotation or a positive quantitative blood titer result verifying immunity will also be acceptable.
- **Hepatitis A: Vaccination is strongly recommended** (there is a Hepatitis A/B combination vaccine available).
- **Hepatitis B: Vaccination is required.** The Hepatitis B vaccination consists of a three-dose series over a four-to-six-month period. The series must be started before the application deadline, and proof of the first two injections must be

included with the completed application packet. Proof of the third injection must be provided to the clinical coordinator before starting clinical or before handling live bodily fluids, blood, or performing live patient care in the lab. A completed two-dose accelerated series over 30 days or a positive quantitative blood titer result verifying immunity will also be acceptable (NOTE: students must be over 18 years old to receive the two-dose option).

- **Annual TB skin test: *Testing is required.*** Must include follow-up x-ray documentation for positive skin test results. (Must remain valid during the clinical course.)
- **Annual Flu vaccination(s). *Vaccination is required.*** Annual flu vaccine documentation will be due in each student's immunization tracker by no later than October 1st of each year. (NOTE: The flu vaccine is NOT required for summer clinical courses.)
- **Varicella virus (“Chicken pox”): *Vaccination is required.*** All students must have TWO (2) Varicella vaccine doses prior to beginning a clinical rotation, or a positive quantitative blood titer result verifying immunity will also be acceptable. History of the disease is not acceptable.
- **Bacterial Meningitis vaccination: *Required for all courses held on a Collin College campus.*** (Applicants older than 22 years old on the first day of class are exempt from this requirement.)

Students cannot attend clinical rotations without completion of their immunizations. Failure to meet deadlines may result in dismissal from the program.

Medical Record Confidentiality Policy

Students in Health Professions programs must maintain the confidentiality of ALL patient information and medical records they encounter at a clinical site as part of their educational process.

- The student must follow all state and federal statutes and regulations regarding patient medical records and medical information.
- The student must follow the clinical education site's policies and procedures regarding patient medical records and medical information.
- When a student must use a patient's medical information, the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non-healthcare provider. The healthcare provider must be medically involved with the patient for the student to provide the patient's medical record information.
- Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information may cause the student to be withdrawn from their respective Health Professions program.

Medical Insurance Policy

Health Professions students must have active and current health insurance prior to and while participating in the Externship. Before clinical rotations begin, the student must furnish the Clinical Coordinators with proof of insurance (a front and back copy of a valid health insurance card) using their immunization tracker account. If the student's legal name is not listed on the health insurance ID card, a proof of coverage letter from the health insurance company will be required.

Students should be aware that eligibility for health insurance on their parent or guardian's health insurance may require the student to be a full-time enrolled student. The number of semester credit hours in which a student must be enrolled to be considered full-time is defined by Collin College. Students should check with the college Admissions and Records Office to see if they qualify as full-time students.

Background Check Policy

All students must have a criminal background check before entering the Health Professions clinical programs. Students will be informed of any concerns about the results of the background check, which could prevent or restrict placement on a clinical site or prevent certification in the field and/or employment opportunities.

Pregnancy Policy

If a student is attempting to become pregnant or becomes pregnant at any time during their clinical program and requires special accommodations, they should visit the Collin College Pregnancy and Parenting Students web page for more information and instructions.

Here is the link to the college's page: [Collin College Pregnancy and Parenting
https://www.collin.edu/titleix/pregnantandparentingstudents.html](https://www.collin.edu/titleix/pregnantandparentingstudents.html)

Drug Screening Policy

All students must undergo drug screening before starting their clinical rotations.

It is standard practice for all employers to drug test medical workers prior to starting work. Health Professions students enrolled in a clinical program involving patient care and/or observation will be drug tested prior to the start of their clinical rotation. The drug test will be submitted at a random time prior to clinical.

If a student receives a positive result due to taking a prescribed controlled substance medication, they will be contacted by the drug testing company's Medical Director, who will require them to provide a valid prescription for the substance. Failure to provide a valid prescription will result in cancellation of the student's clinical rotations and possibly dismissal from the program.

If a student's drug test is positive for any other substance other than a legally prescribed medication, they may complete their lecture/lab course but will not be allowed to progress into the clinical program. Students wishing to re-enter the program following a positive drug test must wait ONE (1) calendar year before re-applying (e.g., if they were enrolled in a spring semester clinical, they can apply to re-join the clinical program the following spring). They will also be required to complete a skill competency verification and receive instructor approval prior to beginning any clinical rotations (requirements may vary based on the selected clinical program).

Students who are not in attendance during a random in-class drug screen will be responsible for completing the drug screen at an assigned facility within 48 hours of the missed drug screen date. Students will be contacted via their Collin email and via phone as notification of their new drug screen due date. Extenuating circumstances and extensions are subject to review and approval by the Program

Coordinator or Program Director. Inability to meet the 48-hour make-up deadline due to illness will require a physician's excuse or release to return to school. Students will then have 48 hours from their date of return to complete the drug screen at the assigned laboratory.

If a student exhibits any signs of being under the influence of drugs or alcohol while in class or clinical, they will have **24 hours** from the time of the incident to complete a urine drug screen or blood alcohol analysis. The urine drug screen and/or blood alcohol analysis is to be completed at a designated laboratory facility (provided by Health Professions Staff) at the student's expense. If the student is suspected to be under the influence, unsafe to themselves or others, and/or unable to safely operate a vehicle, law enforcement will be contacted. A positive blood alcohol analysis and/or urine drug screen result that cannot be verified with a student's current prescription will result in immediate dismissal from the program. Students wishing to re-enter the program following a positive drug/alcohol test must wait ONE (1) calendar year before re-applying (e.g., if they were enrolled in a spring semester clinical, they can apply to rejoin the clinical program the following spring).

Health Professions Program **Classroom Conduct Agreement**

- Students must demonstrate professionalism and respect for fellow students and the instructor at all times while on campus.
- Students must wear a uniform or scrubs and an ID badge at all times.
- Talking is not allowed while the instructor is lecturing. When a student asks a question in class, all other students should remain quiet (during the question and while the teacher is answering the question). Students should raise their hand to ask a question.
- Sometimes, students may be given in-class work or assignments. This is not a time for students to start chatting with each other. Students who continue to talk when they should be working will be given a verbal warning the first time. The second warning will be written, and the student will be asked to leave the classroom for the day. This will also result in a participation grade of a zero (0).
- If a student does not agree with a policy, it should be brought to the professor's

attention on a one-on-one basis. It is not acceptable to speak disrespectfully to the faculty or other classmates during class.

- If a student is verbally inappropriate in class or acts unprofessionally, it will be recommended that they are removed from the classroom immediately. This includes arguing with the professor, raising one's voice with a professor, storming out of the room and slamming the door, and/or using foul language.
- Students are not to be on their cell phones during class. Cell phone usage is prohibited during lecture and lab time unless the student has a medical reason on file with the College.
- A *Classroom Professional Behavior Counseling Acknowledgement Form* will be completed, and any necessary disciplinary actions will be taken for students who violate any of the items listed above.

By signing below, you acknowledge that you have read, understand, and will abide by the classroom conduct agreement.

Signature _____

Date _____

Printed Name _____

**Health Professions Program
Handbook Attestation Form**

I _____, certify that I have read and understand all aspects of the Health Professions Handbook. I further agree to abide by all requirements set forth in the handbook, and understand the penalties that will be imposed should I not meet those requirements or follow the expectations to which I have agreed. I further acknowledge that this handbook is subject to change, and that I am responsible for staying up to date with those changes.

Signature Date

Date

Printed Name

Date

Appendix A Forms

Health Professions Grade Counseling Acknowledgement Form

Student Name

CWID

Date

Course Name

Level of Offense:

- **Initial Notice – Verbal**
- **Second Notice – Written**
- **Final Notice – Dismissal**

Description of Problem:

(Use additional sheet(s) if necessary)

Student Response:

(Use additional sheet(s) if necessary)

Remediation Plan:

(Use additional sheet(s) if necessary)

Your signature below acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature

Date

Faculty Signature

Date

Director of Health Professions Signature

Date

Health Professions Classroom Professional Behavior Counseling Acknowledgement Form

Student Name

CWID

Date of Incident

Location of Incident

Description of Event(s):

(Use additional sheet(s) if necessary)

Student Response:

(Use additional sheet(s) if necessary)

Your signature below acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature

Date

Faculty Signature

Date

Program Coordinator Signature

Date

Director of Health Professions Signature

Date

Health Professions Attendance/Absence/Tardiness Counseling Acknowledgement Form

Student Name	CWID	Course Name
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Date of Incident	Faculty/Instructor Name
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Infraction: Absent Tardy Left Class Early
If absence, # hours missed for this occurrence: _____ Total hours missed during this course: _____

Description:

(Use additional sheet(s) if necessary)

Student Response:

(Use additional sheet(s) if necessary)

Your signature below acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature	Date
-------------------	------

Faculty/Instructor Signature	Date
------------------------------	------

Program Coordinator/Clinical Coordinator Signature	Date
--	------

Director of Health Professions Signature	Date
--	------

Health Professions Clinical Readiness Deficiency Counseling Acknowledgement Form

Student Name

CWID

Due Date for Clinical Readiness

Date Reviewed with Student

Deficiency(ies):

Background check

Hepatitis B vaccine or titer

Health Insurance

Influenza vaccine

AHA BLS CPR

Covid-19 vaccine

TB Screening

Receipt for drug screen purchase

TDAP vaccine

Student forms

MMR vaccine or titer

Coordinator Comments:

Varicella vaccine or titer

Student Response:

(Use additional sheet(s) if necessary)

By signing below, your signature acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature

Date

Faculty/Clinical Coord./Program Coord. Signature

Date

Director of Health Professions Signature

Date

Health Professions Clinical Incident Acknowledgement Form

Student Name CWID Date of Incident

Hospital/Clinical Site Clinical Instructor

Category of Incident (See Student Handbook): I II III

Description of Event(s):

(Use additional sheet(s) if necessary)

Student Response:

(Use additional sheet(s) if necessary)

Your signature below acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature Date

Instructor/Clinical Coord. /Program Coord. Date

Director of Health Professions Signature Date

This form should be completed and submitted for the Director's review no later than one business day post-incident

Health Professions Dismissal from Course Acknowledgement Form

Student Name

CWID

Date of Dismissal

Clinical Program

Course Location

CRN(s)

Course Start Date

Last Date of Attendance

Reason for Dismissal:

Explanation of Dismissal:

(Use additional sheet(s) if necessary)

Student Response:

(Use additional sheet(s) if necessary)

Your signature below acknowledges that you have had the opportunity to review and comment on this notice.

Student Signature

Date

Faculty Signature

Date

Program Coordinator Signature

Date

Director of Health Professions Signature

Date